

# Saturna Recreation Centre Society

## Executive Meeting Minutes

**Date Held:** 29 October 2012

**Location:** Recreation Centre Lounge

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**Directors Present:** Linda Cunningham  
Melanie Gaines  
Andrew Money  
Rachael Preston  
John Simpson, President  
Michael Vautour

**Directors Absent:** Ron Drane  
Joan Hoskinson  
Dian Johnstone

**Others Present:** Ingrid Gaines, Minute Taker

**I. Call to Order:** 7:10 PM

**II. Delegations:** None

**III. Approval of Minutes of 17 September 2012 Meeting:**

**Motion:** Melanie moved, Andrew seconded that the minutes of the 17 September 2012 Executive Meeting be approved as circulated. Carried.

**IV. Member's Reports:**

**a. President's Report -**

- i. Sprinkler/Alarm Problems – John brought the Board up to speed with the actions taken after the email he sent updating them to the problems with the sprinkler system & alarm monitoring. Four seasons did a temporary fix of the sprinkler problem until the sprinkler specialists could properly fix it. While Four Seasons was on the Island they attended to the maintenance issues that they had highlighted when over to check the fire suppression system earlier this year. John noted that when the alarms were going off there was no notification sent to the Fire Department or any members of the Board.

**Action:** Andrew will contact the alarm monitoring company to find out why there was no call out when the alarms went off.

Michael suggested that the Board consider doing regularly scheduled alarm checks.  
As of yet no invoices have been received.

- ii. Parks Liaison Meeting – After learning the Parks Canada/Parks Liaison Committee Terms of reference state that the SRCS should have representation on the committee John attended the meeting on behalf of the SRCS.
- iii. Basketball Hoop/Winch – The winch has arrived & now some electrical work needs to be done in order for it to work when installed. Discussion followed as to whether or not a letter asking for funding support with the hoop had been sent to the Parks and Recreation Committee. Rachael did compose a letter and it was sent to Michel Bourassa, Chair of Parks & Rec.

**Action:** Rachael will update the letter asking for funding support with new cost figures and resubmit to the SIPRC.

- iv. Tony Green Drawing/Cards/Membership forms – John showed the Board the drawing of the building done by Tony Green.

**Action:** John will take the drawing to Islands Blue Printing and have it made in to cards.

- v. Gaming Grant Application – Due to scheduling conflicts the brainstorming meeting planned to discuss the gaming application did not occur. John will continue to work on this matter.

**b. Correspondence, Motions and Action Items Report –**

- i. Correspondence - No incoming correspondence to discuss. Rachael & John have not yet written the letters to Saturna School/SEEC & School District 64 that were discussed at the last meeting.

**Action/s:** Rachael will write a letter to Principal Steve Dunsmuir (and cc Vice-Principal Cameron Fraser), with regard to the SEEC students not being unchaperoned in the RC, not using the kitchen & cleaning up after showers.

**Action:** John will write a letter to the School Board and to Trustee Susanne Middleditch asking for donation/funding support for the SEEC student's use of the RC.

- ii. Nominating Committee – Melanie asked Ron Monk to lead the nominating committee. Ron agreed and has spoken with numerous people with regard to their standing for election to the SRCS Board.

**c. Operations and Maintenance –**

- i. Generator – Andrew reports that generator has been topped up with fuel. Also, as per the SRCS agreement with the Southern Gulf Islands Emergency Management Program the generator has been hooked up to a block heater. Andrew stated that there may be a spike in hydro consumption due to this & that the SRCS should monitor the bill to see if compensation from the emergency program is needed.
- ii. Funds from CRD – John stated that the CRD has approved the funds needed to do a clean up of the areas disturbed by the CRD water system work. The cheque has not yet been received.

**Action:** John will follow up with the CRD on the matter of where the cheque is.

**d. Financial -**

- i. Notice to Reader for AGM - Linda stated she has provided Cowland & Paterson with all the requested information for them to prepare the Notice to Reader, but at this time the document is not prepared. This document is needed for the AGM.

**Action:** Linda will follow up with Cowland & Paterson to insure that the necessary documents are ready for the AGM on November 10<sup>th</sup>.

- ii. Statements - Linda distributed Profit & Loss statements for the month of October and for the fiscal year to date. For the month of October the SRCS is operating with a deficit but for the year to date there is a net income of \$1156.02.

**e. Membership and Direct Marketing -**

- i. Letterhead & Cards - See above under President's Report.
- ii. T-shirts/Gear- John suggested the idea of having t-shirts produced to sell as an on-going fundraising effort.

**f. Entertainment and Promotions -**

- i. Halloween, Christmas Social & New Years events upcoming in the next 2/3 months.

**V. Old Business:** None.

**VI. New Business:**

- a. Health Centre Storage - Dawn wood contacted John on behalf of the Health Committee to discuss the possibility of them using the back room off the office for extra clinic storage. It was decided by the Board that the space is need by the SRCS.

**Action:** John will contact Dawn would and inform her of the Board's decision not to allow the Health Committee to use the back office area for storage.

- b. Visioning Exercise - The meeting planned for last month did not pan out. The SRCS Board will wait now until after the AGM & installation of a new board to have the visioning exercise.

- c. Election - The membership rate for the upcoming year needs to be set at the AGM. The Board decided to recommend that membership rates be left as they are for another year.

**Action:** John will post signs for the AGM to the usual notice boards & post to SIPOA.

- d. Kitchen Use - The board decided to lock the doors to the kitchen when it is booked to stop unauthorized use. The Lions chef & the bridge group will be provided with keys to the kitchen.

**VII. Date of AGM:** Saturday the 10<sup>th</sup> of November

**VIII. Adjournment:** 8:35

**Motions Made & Carried**  
**29 October 2012, Executive Meeting**

**Motion:** Melanie moved, Andrew seconded that the minutes of the 17 September 2012 Executive Meeting be approved as circulated. Carried.

**Actions Undertaken by Directors**  
**29 October 2012, Executive Meeting**

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